**APPENDIX E**

**Checklist for Model Behaviors During Collaborative Work**

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| --- | --- | --- |
| **√ If Evident** | **Expectation** | **Characteristics** |
|  | Be Responsible to the Group | * Come prepared with work completed and in hand * Bring along interesting questions/ideas/artifacts * Live by the expectations that have been set by the teacher and/or class * Settle problems within the group |
|  | Listen Actively | * Make eye contact * Nod, confirm, look interested * Summarize or paraphrase * Take notes when helpful |
|  | Speak Up | * Join in, speak often, be active * Connect your ideas with what others have said * Ask questions * Use appropriate tone and voice level |
|  | Share the Air and Encourage Others | * Show friendliness and support * Take turns * Monitor yourself for dominating * Invite others to participate |
|  | Support Your Views and Findings | * Explain and give examples * Refer to specific passages, evidence, or artifacts * Revisit important ideas |
|  | Show Tolerance and Respect | * Receive others' ideas respectfully * Try to restate opposing views * Use neutral language in disagreeing |
|  | Reflect and Correct | * Do frequent reflections or "think-backs" on group work and processes * Identify specific behaviors that helped or hurt the discussion * Talk openly about problems * Keep written record of group processing |

**Rubric for Model Behaviors During Collaborative Work**

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| --- | --- | --- | --- |
| **Strategy** | **Meets the Standard** | **Progressing** | **Needs Instruction** |
| Be Responsible to the Group | * I am prepared. The work is completed and in hand * I have thought about and am ready to share questions/ideas/artifacts * I am willing to settle problems within the group | * I have attempted some of the work that was expected. * I have some questions and ideas to share with the group. My thoughts and ideas may or may not be beneficial to the group. * I am working on settling problems within the group. I may be struggling with things such as respecting feedback from others in my group. | * I have not attempted to prepare for the group work and I have not completed the work that has been assigned. * I have no questions/ideas/artifacts to share with the group. * I am not willing to participate or settle problems within the group. |
| Listen Actively | * I make eye contact with the members of my group while they are speaking to me. * I lean in and sit in a position that makes it easy to see and listen to who is speaking. * I take notes when helpful | * I make eye contact with the members of my group sometimes and possibly when it is the most convenient for me. * When it is comfortable, I may lean in to show interest in the speaker. * When I am told to, I take notes | * I do not put forth the effort to make eye contact or show interest in the other members when they are sharing * I often sit with my back to the speaker and show little to no interest in group discussion * I do not take notes |
| Share the Air | * I routinely join the conversation and I actively participate in group discussion * I ask lead and follow-up questions * I encourage others to participate * I show friendliness and support | * I occasionally join conversation * I may ask questions but struggle to initiate group discussion * I try to show friendliness and support but at times do not act with respect when others share | * I do not join the conversation * I do not ask questions that are relevant to the work * I struggle with building relationships that lead to thought conversation |

**Next Steps**: